



Hendry County Sheriff's Office

General Order 9.0

TITLE: Recruitment Plan	SHERIFF'S APPROVAL: Digital
ORIGINATION DATE: August 4, 2018	REVISION DATE: May 15, 2019
RELATED REFERENCES: GO 9.1 – <i>Equal Employment Opportunity</i>	
CFA: 4.01M,8.02	
REVIEW FREQUENCY: 3 YEARS	DATE OF NEXT REVIEW: May 15, 2022

I. PURPOSE: The purpose of this order is to provide members with an understanding of the recruitment philosophy and objectives of the Hendry County Sheriff's Office.

II. SCOPE: This order shall apply to all sheriff's office members.

III. POLICY: The Hendry County Sheriff Office is an equal opportunity employer committed to recruiting and employing the best qualified law enforcement and detention personnel possible to serve the needs of our citizens. The Sheriff's Office recognizes the importance of its employees reflecting our community's core values and demographic consistency. The Sheriff's Office will continually attempt to determine what classifications of persons within the community and underrepresented and make every reasonable attempt to draw qualified candidates for those classifications when hiring and recruitment decisions are being made.

The Hendry County Sheriff's Office will work to attract, recruit, hire, retain and promote qualified sworn and non-sworn members with appropriate representation. The Sheriff's Office will also work to maintain a diverse workforce that effectively mirrors the community in which we serve.

IV. PROCEDURE:

A. Equal Employment Opportunity

1. The Hendry County Sheriff's Office is an Equal Opportunity Employer.
2. The Hendry County Sheriff's Office recruitment and hiring procedures are designed to achieve a fair and adequate representation of diversity in the work force. The Sheriff's Office shall seek, as its goal, a workforce in which selections of qualified minorities, women and men occur at approximately their rate of availability. The Sheriff's Office shall take reasonable and diligent steps to reach out to available diverse groups with employment opportunities.

B. Job Announcements

1. Job announcements shall reflect each open position's minimum requirement. The job posting shall advertise the Hendry County Sheriff's Office as an Equal Opportunity Employer, a Drug Free Workplace, and an employer that grants a veteran's preference.

C. Recruitment Objectives

1. Recruit and employ the most qualified person(s) for employment with the Hendry County Sheriff's Office
2. Ensure that employment procedures and practices comply with all applicable governmental regulations.
3. Prohibit exclusion of persons from recruitment, employment, examination or appointment within the Sheriff's Office because of race, sex, creed, religion, or national origin.
4. Maintain appropriate records concerning Equal Employment Opportunity.

D. Recruitment Action Plan

1. The Hendry County Sheriff's Office Recruitment Action Plan shall be designed to attract quality applicants of all racial, ethnic and gender backgrounds, to develop a workforce that reflects the community served. Recruitment functions may include, but not limited to:
 - a. Job Fairs, Career Fairs and Expos
 - b. Criminal Justice Academies
 - c. Professional Organizations
2. In order to maintain an effective recruitment action plan, the success measurement of the objectives will be evaluated on an annual basis. The evaluation will determine whether the objectives within the expiring plan need to be modified or alternate objectives need to be implemented in a new plan.
3. The Human Resource Administrator shall be accountable for the recruitment process and will evaluate the progress on an annual basis with updates or revisions as necessary. A copy will be provided for accreditation.

Your electronic signature in Power DMS acknowledges you have read this policy and understand it.